CHECKLISTE – First steps in Chemnitz

The following list contains the most important steps before and after your arrival in Chemnitz. We recommend following the given order since the individual steps are consecutive. If you have any questions, please contact the Student Buddy Program, the International Office staff members or your buddy.

Before your arrival in Germany:

What to do:	How to do it:
Preparation of enrolment via the application portal of Chemnitz University of Technology https://campus.tu-chemnitz.de	You need to submit your request for enrolment at the latest until **5th April 2024** via the online application portal. • Login with login details (provided in the information sheet of the letter of admission) • Please click on button: "my application" and then on "request for enrolment" • If you do not already have a valid proof of health insurance, please choose "not with statutory health insurance". • Finish your online enrolment by clicking on the button "Save data to print your enrolment request" • Click on the link "Print the enrolment request" to print it out and save it if necessary.
Application for student dormitory Studentenwerk Chemnitz-Zwickau Thüringer Weg 3 09126 Chemnitz	Overview dormitories: https://www.swcz.de/en/student-housing/our-halls-of-residence/ Online application: https://www.swcz.de/wohnheimbewerbung/#admission Applications for a room in the dormitory can be submitted at any time.
Semester Contribution Bank transfer (online) You will find the account details for the bank transfer on your request for enrolment in the application portal.	Please transfer the semester fee for your enrolment **approx. 10 days before your arrival** in Germany. **Students from non-EU countries** must be aware that additional costs may be charged for the transfer abroad, which must be transferred in addition to the semester fee. Please inform yourself in advance about the amount at your bank in your home country. If Chemnitz University of Technology does not receive the full semester fee, enrolment is unfortunately not possible. The remaining amount must be transferred subsequently. Current semester contribution for the summer semester 2024: 295.18 EURO
Health Insurance Proof of a German statutory health insurance company (underline except participants in the course „Deutschen Sprachprüfung für den Hochschulzugang – DSH") An overview of all statutory health insurance companies can be found online at the following link: https://www.krankenkassen.de/gesetzliche-kranken-kassen/krankenkassen-liste/	For confirmation/recognition of insurance from your home country or conclusion of a new health insurance policy, you will need the following documents: • Passport • Letter of admission from Chemnitz University of Technology • Health insurance policy from home country (if applicable) • German bank details For enrolment, you have to prove your insurance status to Chemnitz University of Technology. To do this, request proof of insurance status from the health insurance company, i.e. whether or not you are covered by statutory health insurance from the start of the semester or the day of enrolment. The health insurance company then sends the proof of insurance status electronically directly to Chemnitz University of Technology. This can take up to **5 days**. Students with a **European Health Insurance Card** can show it at a statutory health insurance company to request proof of insurance status. In this case, too, the transmission can take up to **5 days**. **The enrolment process can only be continued or completed after the health insurance has successfully transmitted the electronic notification.**

After your arrival in Germany:

What to do:	How to do it:
Documents for enrolment at Chemnitz University of Technology **Contact person:** Verena Pietruschka / Katja Stolpe Student Services Technische Universität Chemnitz Straße der Nationen 62, Room 044 09111 Chemnitz Germany E-Mail: admission@tu-chemnitz.de Tel.: +49 371-531-12125	Please send us all the documents required for enrolment in advance by email to admission@tu-chemnitz.de. Information on which documents are required for enrollment can be found on the application for enrollment in the applicant portal. Once all documents for enrolment are complete, we will enrol you. You will then receive further information about enrolment from us by e-mail.
Residents´ Registration Office Address: Düsseldorfer Platz 1 09111 Chemnitz Tel: +49 371 115 Fax: +49 371 488 3394 Email: buergeramt@stadt-chemnitz.de	Please bring the following documents with you when attending the previously arranged appointment: ▪ Passport ▪ Lease contract & Confirmation of landlord (given out by Student Dormitory or landlord) Opening hours without prior appointment: Monday & Friday: 8 a.m. – 12 noon Tuesday & Thursday: 8 a.m. – 6 p.m. Online appointments possible via **https://www-19.stadt-chemnitz.de/**
Bank Account **(Students from Non-EU countries)** Bank in which you opened your blocked account.	After you enter Germany, you need to activate your blocked account. It is usually done online. Please get information about further steps of your chosen bank on their website.
Registration at the University Computer Centre (URZ) **Online:** https://idm.hrz.tu-chemnitz.de/onboarding/ _____ Registration for internet in the student dormitory **Online:** https://www.csn.tu-chemnitz.de/	With your enrolment documents, you will receive a Service-Code (you can find it in the information sheet "Activation Uni-Account"). You can then use this to apply for your login yourself online. The application for the student login is only possible two days after enrollment, i.e. after you have received your enrollment documents.
Foreigners´ Registration Office: Application for Residence Permit (only for non-EU-students) **Address:** Düsseldorfer Platz 1 09111 Chemnitz Tel: +49 371 488 3371 Fax: +49 371 488 3499 Email: auslaenderbehoerde@stadt-chemnitz.de	You can drop the application in the mailbox of the Foreigners' Registration Office (next to room 3.032) or in the mailbox of the building at the entrance Düsseldorfer Platz or send it by post to the Foreigners' Registration Office. It is not necessary to submit your application in person. You will later receive a request for documents and an appointment for submitting the biometric data. Please submit the following documents: ▪ Copy of passport ▪ Certificate of enrollment ▪ Copy of registration certificate from the residents' registration office ▪ Copy of Lease contract ▪ Completly filled in application Application form for a residence permit (first instance/extension) for students and their family members ▪ Proof of sufficient financial funding * Administrative fee: 110 € * Extension fee: 80 € **It is strongly recommended that the application for the residence permit is submitted approximately 4 months before the visa expires.**